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INFORMATION BULLETIN NO. 03-02

TO: ADOT Project Managers/Monitors, Resident Engineers
And Consultant Engineering Firms

FROM: Engineering Consultants Section

SUBJECT: STATEMENT OF QUALIFICATIONS FORMAT

We would like to remind all firms interested in responding to one of our advertisements to be sure to follow the format outlined for that specific SOQ package. Each SOQ package was prepared based on the ADOT Project Manager's requirements and the contract type. Proposals received not following the correct format will be rejected.

As you probably have already noted, we recently changed our SOQ format to require that all pages are counted. This includes covers (front and back), clear report covers, dividers, table of contents, tables, figures, maps, etc.

Our intent is to be able to count from the front cover to the back cover the maximum allowable pages. The only exception would be addendums to the SOQ in which we will not count as a page.

Print of any sort is allowed on only one side of each page. This includes pictures, emblems, seals, symbols, stickers, etc. A page is defined to be 8 ½ by 11 inches, blank or printed on one side only.

Please feel free to call the ECS Contract Specialist identified in the SOQ package if you should have SOQ format questions. If you should have any further questions, please feel free to call this office.


Susan Tellez, Contract Administrator

